Bayer MaterialScience

Bayer Requirements For Carrier Invoices

1. **Invoices (for EDI and paper) for outbound prepaid and inbound collect shipments are to be sent to:**

    a. **CT Logistics, PO Box 30382, Cleveland, Oh 44130.**

        i. The applicable Bayer Company name **MUST** appear on all invoices (EDI and paper invoices). A copy of the bill of lading or shipping order **MUST** be attached to all paper invoices that identify important Bayer reference numbers.

            1. CT Logistics (CTL) processes only invoices for the following Bayer affiliates:

                a. **Bayer MaterialScience LLC**, 100 Bayer Road, Pittsburgh, PA 15205

                b. **Bayer Corporate & Business Services LLC**, 100 Bayer Road, Pittsburgh, PA 15205

                c. **LANXESS Corporation**, 111 RIDC Park West Drive, Pittsburgh, PA 15275

            2. CT Logistics **DOES NOT** process invoices for the following Bayer affiliates. Please contact the shipping point for specifics on where freight bills should be sent.

                a. Bayer Healthcare LLC, West Haven, CT
                Which includes:
                Bayer Pharmaceutical, West Haven, CT
                Bayer Biologicals, Raleigh, NC

                b. Bayer CropScience LP, Raleigh, NC

                c. Dorlastan Fibers LLC, Goose Creek, SC

    b. Invoices should **NOT** be sent to **Bayer Corporate & Business Services LLC or Bayer MaterialScience LLC,** Pittsburgh, PA, unless a special invoicing arrangement is already in place such as with ISO Tank Container movements.

2. **Statements of account:**

    a. Monthly statements of your account for **Bayer MaterialScience LLC or Bayer Corporate & Business Services LLC** should be sent via e-mail to the applicable Freight Payment contact or to **Bayer Corporate & Business Services LLC**, Freight Payables Department, 100 Bayer Road, Pittsburgh, PA 15205, and to CT Logistics Bayer Team9 at CT Logistics, PO Box 30382, Cleveland, OH 44130.

    b. Carriers should not allow invoices to go unpaid beyond 30 days. Carriers are encouraged to follow-up on open receivables directly with CT Logistics in Cleveland, as outlined below under past-due notices.

3. **Presentation of original invoices by carriers.**

a. Outbound Prepaid Invoices:

i. **EDI** –

"Preferred" method of submitting your invoices. Contact the CT Logistics Bayer Team (216-267-2000) for specific details on EDI invoice transmissions. **Note that separate EDI files MUST be sent for each company, as identified under 1.i.a.** See Appendix A for details.

1. If a Bill of Lading number (Shipping Unit number) or Purchase Order number is not available, the invoice must be sent to CT Logistics by paper hard copy along with supporting documents.

2. Line Haul charges and all accessorial charges must be separated individually on the freight invoice.

    a. All accessorials must be identified by EDI codes provided by CT Logistics. If using your own form of codes, Bayer and CTL must be provided with a copy of the your codes and descriptions for mapping purposes.

    b. EDI invoicing is **NOT** acceptable for the following accessorials: Demurrage; Detention; Cleaning or Tank Washing; Layover Charge; Same Day Pickup & Delivery; Repairs; Maintenance; Storage; Spotting; Switching; Cancelled Load; Truck Ordered & Not Used; Deadhead charges.

        i. Above accessorial charges must be billed via paper hard copy along with supporting documentation.

    c. On prepaid outbound shipments, all accessorials incurred at the consignee's site or charges for services requested by the consignee, should be billed direct to the consignee and not to Bayer.

ii. Paper Hard Copy -

1. If you cannot send invoices via EDI, or there is no appropriate Bill of Lading number available, then paper invoices with back-up documentation, which includes a copy of the Bill of Lading, are to be sent to CT Logistics at the address identified under 1.a above.

2. Invoices for accessorial charges, which are listed above in item 3.a.i.2.b. as being excluded from EDI, are to be sent via paper invoices including.

    a. All accessorials must be listed as separate line items on the invoice with the applicable amount for each identified, and supported by documents attached to the invoice.

3. On prepaid outbound shipments, all accessorials incurred at the consignee's site or charges for services requested by the consignee, should be billed direct to the consignee and not Bayer.

b. Inbound Collect Invoices:

i. All inbound invoices must be billed by paper hard copy and must reference the 10 digit (26XXXXXXX) **Bayer MaterialScience LLC** Purchase Order number.

ii. All line haul and accessorials must be segregated and clearly defined on each invoice.

iii. Supporting documentation and copy of the shipper's bill of lading or freight payment copy must be attached to each invoice to support identification and freight payment.

c. Outbound Collect & Inbound Prepaid Invoices:

i. Invoices for these types of shipments should be billed to either the consignee when Outbound Collect or to the shipper when Inbound Prepaid. Bayer is not responsible for these payments.

ii. Bayer will only accept invoices on these types of shipments for charges that are incurred at the Bayer loading facility and directly attributable to a Bayer action or advance agreement. The Bayer contact person who authorized that these charges be invoiced to Bayer must be identified on the backup detail. Otherwise receipt of these types of invoices will be rejected.

d. **Cancelled Shipments**

i. Invoices for cancelled shipments must have a copy of the Bayer Material Science LLC bill of lading document attached. Any exceptions will require approval by the Bayer Material Science LLC contact for the applicable shipment, and therefore, the contact's name and phone number will need to be referenced on the invoice.

4. **Balance-Due Invoices.**

a. All balance-dues must be thoroughly reviewed by the carrier prior to submission to CT Logistics (CTL). Balance-dues should **NOT** be sent to **Bayer Corporate & Business Services LLC** Freight Payables in Pittsburgh, PA.

i. CTL provides information on their website indicating the reason for short remitting on an invoice. All carriers are urged to review these reasons prior to sending in a balance-due invoice.

b. All balance-dues must be supported with documentation indicating full tariff or contract authority for the rate being charged as well as the miles used for assessing rates, if applicable.

i. If a particular type of equipment used to transport the load is resulting in additional charges, then this must be indicated on the balance-due invoice. Examples are: Multi-compartment trailer; ISO Tank; Dedicated Trailer; Reefer Trailer; Intermodal service vs. OTR; etc.

ii. Balance-due (BD) invoices should be invoiced using the same original invoice number and **Bayer MaterialScience LLC** reference number, i.e. Bill of Lading number (Shipping Unit number), or Purchase Order Number, as the original

invoice. All balance-due invoices should clearly indicate **Bal-Due** on each BD invoice submitted.

iii. Balance-due amounts will not be paid without presentation of a balance-due invoice to CT Logistics.

5. **Past-Due Notices:**

   a. All past-due notices (2.b.) and follow-up should be directed to CT Logistics at the address shown above. This applies to all types of invoices including EDI.

   b. Carriers should verify the present status of their invoices through access of the CT Logistics freight bill inquiry application on CTL's website http://www.ctlogistics.com, *using Bayer Real Time Inquiry selection under the Online Services menu option.*

   c. If assistance with this site is needed, please contact CT Logistics at 216-267-2000, and request to speak to a Bayer Team 9 member.

   d. Telephone or fax inquiry regarding past-due invoices should not be directed to **Bayer Corporate & Business Services LLC** Freight Payables Department in Pittsburgh, PA. All past-due inquiries should be made directly to CT Logistics at the above number. A 10-person team is there to assist you.

   e. If CT Logistics does not respond to past-due inquiries in a timely manner, then the **Bayer Corporate & Business Services LLC** Freight Payables Department is to be notified at the address under Item 1.b for Bayer Corporate & Business Services above or fax number 412-778-6558.

6. **Rejected Invoices by CT Logistics:**

   a. The carrier is required to research invoices identified on the CTL check as being rejected with payment amount equal to zero.

   b. Information on these types of invoices can be obtained from the CT Logistics website http://www.ctlogistics.com. By conducting an invoice inquiry using **Bayer Real Time Freight Payment Inquiry** on the CT Logistics web site, the carrier can determine the reason for an invoice rejection when sufficient information is not provided on the check stub itself.

7. **Web Site Notices:**

   a. Carriers may request CT Logistics web site access, and training on the web site by contacting CT Logistics at 216-267-2000, and request to speak to a Bayer Team 9 member.

   b. Invoices returned to carriers from CTL via the website must be responded to by the carrier as soon as possible after receipt.

   c. Either CT Logistics or **Bayer MaterialScience LLC** may be requesting pertinent information relative to the freight bill in order to continue the payment process. The invoice cannot be further processed until a response is received back electronically from the carrier via the web process.

8. **Refunds For Overpayment or Incorrect Payments by CT Logistics:**

a. If Bayer is due a refund for overpayment or incorrect payment made by CT Logistics, the applicable refund check is to be made out to the applicable Bayer company, and sent to CT Logistics, PO Box 30382, Cleveland, OH 44130. The reason for the carrier refund to Bayer needs to be identified on the check, along with the carrier's invoice number, CT Logistics check number, Bill of Lading (Shipping Unit) or Purchase Order document number, which was overpaid.

9. **Mailing of Invoices and Past-Dues to CT Logistics:**

a. Carriers are encouraged to maintain adequate mailing or shipping documentation to substantiate that invoices or copies have been sent for processing in order to trace whereabouts of package(s) if not received at CT Logistics.

b. If invoices sent to CT Logistics are not visible on CT Logistics web site within one week of the estimated receipt date at CT Logistics, carriers are to notify CT Logistics **or Bayer Corp. & Business Services LLC** Freight Payables Department, as identified under Item 5 – Past-Due Notices above.

Bayer MaterialScience

APPENDIX A

EDI CARRIER INSTRUCTIONS

Carrier EDI transmissions MUST send a separate transmissions for each company, i.e. Bayer MaterialScience LLC, Bayer Corporate & Business Services LLC or Lanxess Corporation.

For Bayer MaterialScience (BMS), the only recognized Bill of Lading number for payment of an invoice is a shipping unit number or a purchase order number, which would be in the format as follows:

200____ - Shipping Unit numbers – 8 digits or with 2 leading zeros - 10 digits, **Outbound**
26_____ - Purchase Order numbers - 9 digits, **Inbound**

In some instances, only a cost center may be provided by the BMS contact person. This is acceptable if the contact site person's name is provided.

Cost Center = OR_____ - OR plus 8 digits

For BMS - Receiver ID BAYER OTHER REFERENCE NUMBERS:

If any of the following reference numbers are received, then the applicable Bayer MaterialScience contact for each shipment must be contacted, and the BMS contact must provide the applicable Bill of Lading Number (shipping unit for outbound, or Purchase Order number for inbound).

77_____ - Goods Receipt numbers - 10 digits, inbound
99_____ - Imports Purchase Order numbers - 10 digits, inbound
810____ - Sales Order/Shipping Unit delivery numbers - 10 digits, outbound
2006_____ - Purchase Order Delivery Numbers - 10 digits, inbound
14____ - Sales Order document numbers - 7 digits, outbound
843____ - Return Goods Delivery Number – 10 digits
6_____ - Return Goods Order Number – 8 digits

Bayer MaterialScience

Bayer MaterialScience LLC
100 Bayer Road
Pittsburgh, PA 15205-9741

Phone: 412 777-2000